

## CWN RESOURCE LIBRARY

The listed resources are available for use by all County Women's Network members. Items can be reserved electronically by clicking on the following link.

[dmcgovern@da.sbcounty.gov](mailto:dmcgovern@da.sbcounty.gov)

Reserved items can be sent to the member by interoffice mail or delivered to the member at the next CWN meeting. Members may borrow resources from one meeting to the next. If they need a resource for another month, they must notify Denise McGovern at (909) 387-6571 or by e-mail using the above link; and if no one is waiting for it, they can keep it for another month.

### The Accomplished Woman

Ten Women Share Their Ideas on Success  
(Four Audio Cassettes)

### Assertive Communication Skills for Professionals

How to Communicate Powerfully, in a Style That's Comfortable for You  
Carol Price  
(Four Audio Cassettes and Workbook)

### The Balancing Act

For the Woman Who Wants a Fulfilling Career and a Personal Life  
Bee Epstein, Ph.D.  
(Four Audio Cassettes)

### The Beardstown Ladies' Common-Sense Investment Guide

How We Beat the Stock Market—And How You Can Too  
By The Beardstown Ladies Investment Club with Leslie Whitaker  
(Book)

### The Best of SkillPath

(Six Audio Cassettes)

### Business Capital for Women

An Essential Handbook for Entrepreneurs  
By Emily Card and Adam Miller  
(Booklet)

### Business Writing Quick and Easy

Laura Brill  
(Book)

### The Busy Woman's Survival Guide

Making Time for Yourself and Others  
(Booklet)

### Communicating for Results

Michelle Fairfield Poley--SkillPath  
(Six Audio Cassettes)

### Controlling Anger

How to Turn Anger Into Positive Action  
Dr. Carol Tavis from Career Track  
(Four Audio Cassettes)

### Count Your Blessings

The Healing Power of Gratitude and Love  
By Dr. John F. Demartini  
(Book)

### Day to Day Negotiating

How to Get What You Want  
Seminars International  
(Four Audio Cassettes)

### Deal Me In

Career Systems International  
Cards to Determine Your Interests

### Dictionary of American Women

Webster's 1500 biographies  
(Book)

### Discovering Your Purpose

Ivy Haley--SkillPath  
(Booklet)

### Discovering Your Purpose

By Ivy Haley  
SkillPath Publications  
(Booklet)

### Don't Sweat the Small Stuff . . . And It's All Small Stuff

Simple Ways to Keep the Little Things From Taking Over Your Life  
By Richard Carlson, Ph.D.  
Hyperion, New York  
(Book)

### Down Shifting

Reinventing Success on a Slower Track  
Amy Saltzman  
(Book)

### Effective Meetings

The Complete Guide  
Clyde W. Burlison (Book)

### Every Woman's Guide to Career Success

Denise Dudley  
(Booklet)

Exploring Personality Styles

A Guide for Better Understanding Yourself and Your Colleagues  
By Michael Dobson  
SkillPath Publications  
(Booklet)

Fat to Firm

How You Can Have a Slimmer, Well-Toned Body at Age 30, 40, and Beyond  
By Alisa Bauman, Sari Harrar, and the Editors of PREVENTION Health Books  
(Book)

The Female Advantage

Women's Ways of Leadership  
Sally Helgesen  
(Two Audio Cassettes)

The Female Body, An Owner's Manual

A Head-to-Toe Guide to Good Health and Body Care—At Any Age  
By the Editors of PREVENTION Magazine Health Books  
(Book)

Finance & Accounting for Nonfinancial Managers

William G. Droms  
(Book)

Going for the Gold

Winning the Gold Medal for Financial Independence  
By Lesley D. Bissett, CFP  
SkillPath Publications  
(Booklet)

Grammar? No Problem!

By Dave Davies  
SkillPath Publications  
(Booklet)

How to Be a Great Communicator

In Person, on Paper & at the Podium  
Nido Qubein Nightingale Conant

How to Be a More Effective Group Communicator

Finding Your Role and Boosting Your Confidence in Group Situations  
By Deborah Shouse  
SkillPath Publications  
(Booklet)

How to Deal With Difficult People (Revised Edition)

By Paul Friedman  
SkillPath Publications  
(Booklet)

How to Deal With Difficult People

Learn How to Handle the Problem People in Your Life  
Presentation by Barbara Braunstein  
SkillPath Publications  
(Two Audio Cassettes and Booklet)

How to Get Organized When You Don't Have the Time

Stephanie Culp  
(Book)

How to Get Your Point Across in 30 Seconds or Less

Milo O. Frank  
(Book)

How to Have Healthy, Happy Relationships

Presented by Denise M. Dudley, Ph.D.  
SkillPath Publications, Inc.  
(3 Audio Cassettes and Booklet)

How to Manage Multiple Projects,  
Meet Deadlines & Achieve Objectives

Fred Pryor Seminars  
(Six Audio Cassettes)

How to Manage Your Mother

Skills and Strategies to Improve Mother-Daughter Relationships  
By Nancy Wasserman Cocola and Arlene Modica Matthews  
(Book)

How to Deal with Difficult People

By Paul Friedman  
SkillPath Publications, Inc.  
(Booklet)

How to Retire Young and Rich

Featuring: How to determine how much money you'll need; how to choose the best mutual funds to meet your goals; pension distribution dos and don'ts; medical coverage strategies; picking the best places to live; how to keep from outliving your money...and much, much more!  
By Joseph S. Coyle  
(Book)

How to Set & Achieve Goals

Strategies for Taking Control of Your Life & Getting What You Want  
Bobbe Sommer, Ph.D. from Career Track  
(Four Audio Cassettes)

How to Speak and Listen Effectively

Harvey A. Robbins  
(Book)

How to Supervise People

For Anyone Whose Job Success Depends on Motivating, Leading and Directing People  
Dr. Walt Lacey  
(Six Audio Cassettes & Workbook)

I'd Rather Die Than Give a Speech!

A Comprehensive Guide for Public Speaking  
By Michael M. Klepper with Robert Gunther  
(Book)

If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else

David Campbell, Ph.D.  
(Book)

Jeff Allen's Best: Win the Job

Turn References into Testimonials; Interpret the Interviewer's Body Language; Handle the Interrogation Interview; Negotiate a Salary, Steer the Interview, and Win!  
By Jeffrey G. Allen, J.D., C.P.C.  
(Book)

Jeff Allen's Best: Get the Interview

Classified & Display Advertising; Broadcast Letters; Placement Services  
By Jeffrey G. Allen, J.D., C.P.C.  
(Book)

Jeff Allen's Best: The Resume

Create Your Won Style; Sample Traditional Resumes; New Resume Formats--Computer, Fax and More  
By Jeffrey G. Allen, J.D., C.P.C.  
(Book)

Jump Start Your Brain

A Proven Method for Increasing Creativity up to 500%  
By Doug Hall  
(Book)

Knock'em Dead

The Ultimate Job-Seekers Handbook  
Martin Yate  
(Book)

Leadership & Supervisory Skills for Women

Carole Reynolds  
(Six Audio Cassettes)

Learning to Laugh at Work

The Power of Humor in the Workplace  
By Robert McGraw  
SkillPath Publications  
(Booklet)

Letter & Memos

Just Like That!  
By Dave Davies  
SkillPath Publications  
(Book)

Lifescritps

What to Say to Get What You Want in 101 of Life's Toughest Situations  
By Stephen M. Pollan and Mark Levine  
(Book)

Making Your Office Work for You

How to Create a Sense of Comfort, Efficiency, and Ease in Your Work Space  
Jan Yager, Ph.D.  
(Book)

Managing Your Time, Energy and Relationships

Increase Your Personal Productivity, Gain Cooperation Easily and Accomplish More of What You Want  
Mark Sanborn  
(Two Audio Cassettes)

Mastering the Art of Communication

Your Keys to Developing a More Effective Personal Style  
By Michelle Fairfield Poley  
SkillPath Publications  
(Booklet)

Men and Women at Work

Warriors and Villagers on the Job  
Katherine Kearney, Ph.D.  
Thomas White, Ph.D.  
(Book)

Minding Your Business Manners

Etiquette Tips for Presenting Yourself Professionally in Every Business Situation  
By Marjorie Brody; Barbara Pachter  
SkillPath Publications  
(Booklet)

Misspeller's Guide

Find Correct Spelling Fast, Sort Out Sound-Alikes, Avoid Confusibles  
By Joel and Ruth Schroeder  
SkillPath Publications  
(Booklet)

The New Supervisor (Fifth Edition)

How to Thrive in Your First Year as a Manager  
By Martin M. Broadwell with Carol Broadwell Dietrich  
Perseus Books, Reading, Massachusetts  
(Book)

The New Supervisor's Survival Manual

By William A. Salmon  
Amacom, American Management Association  
(Book)

The 9 Steps to Financial Freedom

Practical & Spiritual Steps So You Can Stop Worrying  
By Suze Orman  
(Book)

The 1997 What Color is Your Parachute?

The Parachute Workbook and Resource Guide  
By Richard Nelson Bolles  
(Book)

96 Great Interview Questions to Ask Before You Hire

By Paul Falcone  
American Management Association  
(Book)

One Minute for Myself

A Small Investment, A Big Reward

By Spencer Johnson, M.D.  
(Book)

The One Minute Mother

Improves Every Minute You Spend With Your Child  
By Spencer Johnson, M.D.  
(Book)

Organized to be the Best!

New Timesaving Ways to Simplify and Improve How You Work  
Susan Silver  
(Book)

Peterson's Hidden Job Market 1995

2,000 Fast-Growing High-Technology Companies That Are Hiring Now  
Selected from the Corporate Technology Database;  
Compiled by CorpTech (Woburn, Massachusetts)  
(Book)

The Power of Effective Listening

Tap into Your Listening Powers—and Achieve Results  
By Jim Cairo  
(Four Audio Cassettes and Booklet)

Power Talking Skills

How to Say What You Mean & Get What You Want  
George R. Walther from Career Track  
(Two Audio Cassettes)

Power Write!

A Practical Guide to Words That Work  
By Helene Hinis  
SkillPath Publications  
(Booklet)

Proof Positive

How to Find Errors Before They Embarrass You  
By Karen L. Anderson  
SkillPath Publications (Book)

The Psychology of High Self-Esteem

A Life-Changing Program for Personal Growth  
Nathaniel Branden, Ph.D.  
(Six Audio Cassettes)

Putting Anger to Work for You!

By Ruth & Joel Schroeder  
SkillPath Publications  
(Booklet)

Risk-Taking

50 Ways to Turn Risks Into Rewards  
By Marlene Caroselli, Ed.D., and David Harris  
SkillPath Publications, Inc.  
(Booklet)

Saying "No" to Negativity

How to Manage Negativity in Yourself, Your Boss and Your Co-Workers

By Zoie Kaye  
SkillPath Publications  
(Booklet)

Scrooge Investing

The Bargain Hunter's Guide to Discounts, Free Services, Special Privileges, and 99 Other Money-Saving Tips  
By Mark Skousen  
(Book)

The Second Shift

Arlic Hochschild Anne Machung  
(Book)

Secrets of Executive Success

How Anyone Can Handle the Human Side of Work & Grow Their Career  
The Rodale Center for Executive Development  
(Book)

The 7 Habits of Highly Effective People

By Stephen R. Covey  
(Six CDs and Booklet)

The Seven Spiritual Laws of Success

A Practical Guide to the Fulfillment of Your Dreams  
By Deepak Chopra  
(Book)

Simplicity

How to Focus on the Vital Flow Rather Than the Trivial Many  
Jeff Davidson, MBA; Tony Alessandra, Ph.D.  
(Six Audio Cassettes)

The Sound of Your Voice

The Essential Audio Program for Everyone Who Needs to Communicate Confidently and Clearly NOW!  
Featuring the Author Dr. Carol Fleming  
Simon & Schuster Sound Ideas  
(6 Audio Cassettes and Booklet)

Success Can Be Yours!

What is Assertive Behavior, Confrontation; Problem Solving; Discussion; Active Listening, etc. etc.  
(Six Audio Cassettes)

Success Shortcuts

25 Career Skills You Were Never Taught, But Must Know  
Jimmy Calano & Jeff Salzman

Sugar Busters

Cut Sugar to Trim Fat  
By H. Leighton Steward; Morrison C. Bethea, M.D.; Samuel S. Andrews, M.D.; and Luis A Balart, M.D.  
(Book)

Supervision: Managing for Results (7<sup>th</sup> Edition)

By John W. Newstrom and Lester R. Bittel  
GLENCOE, McGraw-Hill, New York, NY  
(Book)

Talking From 9 to 5

How Women's and Men's Conversational Styles Affect –  
Who Gets Heard, Who Gets Credit, and What Gets Done at  
Work

Deborah Tannen, Ph.D.  
(Book)

12 Secrets to High Self-Esteem

Powerful Tools to Build Self-Respect, Gain Confidence and  
Communicate Assertively

Presented by Linda Larsen

SkillPath Publications

(Six Audio Cassettes and Booklet)

20 Communication Tips for Couples

A 30-Minute Guide to a Better Relationship

By Doyle Barnett

(Booklet)

The 20 Minute Break

Reduce Stress, Maximize Performance, Improve Health and  
Emotional Well-Being

David Nimmons

(Book)

Webster's New World Misspeller's Dictionary

15,000 common misspellings and their correct spellings

Prentice Hall

(Book)

The Wholesale Bargains and Free Stuff Guide

Save Thousands of Dollars Buying From Little-Known  
Sources

By Frank J. Simpson and Susan Applegate

(Book)

The Winner in You

Be Your Own Hero/Discover the Secrets Successful  
People Know About Motivation!

Coached by Joe Gilliam

National Press Publications

(Six Audio Cassettes and Booklet)

A Winning Attitude

How to Develop Your Most Important Asset!

Michelle Fairfield Poley

(Booklet)

Winning Money Management Secrets

Published by Boardroom, Inc.

(Booklet)

A Woman's Guide to Investing

Create a plan; find an advisor; allocate assets and manage  
risk; build your portfolio; defer taxes; gain financial security;  
plan your estate

By Virginia B. Morris and Kenneth M. Morris

(Booklet)

Women, Power, and Self-Esteem

Taking Charge of Your Own Well-Being

With: Hattie Hill-Storks, Maria Arapakis, Susan Baite &  
Jacquelyn Ferguson

(Four Audio Cassettes)

Word Power Vocabulary Builder

A New System for Adding Hundreds of Sophisticated,  
Everyday Words to Your Vocabulary

A. Rae Price from Career Track

(Four Audio Cassettes)

Working Woman's Communications Survival Guide

How to Present Your Ideas with Impact, Clarity and Power  
and Get the Recognition You Deserve

By Ruth Herrman Sieress with Carolyn Riddle and Deborah  
Shouse

National Seminars Group (Book)

Write it Right!

A Guide for Clear and Correct Writing

By Richard Andersen and Helen Hinis

SkillPath Publications

(Booklet)

You Just Don't Understand

Women and Men in Conversation

Deborah Tannen, Ph.D.

(Book)

Your Emotions, Your Health

Using Your Mind to Heal Your Body

By the Editors of PREVENTION Magazine Health Books

(Book)

Your Perfect Right

A Guide to Assertive Living

Robert Alberti; Michael Emmons

SkillPath Publications

(Six Audio Cassettes and Booklet)

Your Total Communication Image

Power Voice/Power Speech/Power Language/Power Talk

By Janet Signe Olson, Ph.D.

SkillPath Publications

(Book)